

## **SECTION 01300 SUBMITTALS**

### **PART 1 – GENERAL**

Applicable provisions of this Section and other provisions and requirements of the Contract Documents apply to all sections, except as modified in Sections of Divisions 2 through 16.

#### **1.1 SUMMARY**

Submit Shop Drawings, product data, samples, warranties, certificates, test reports and third party disposal letters as required by the contract documents.

#### **1.2 RELATED REQUIREMENTS**

- A. Section 01040: Coordination and Testing
- B. Section 01651: Materials and Equipment
- C. Section 01800: Closeout Procedures

#### **1.3 SUBMITTALS**

Submittals required include, but are not necessarily limited to, the following:

- A. Submittal schedule
- B. Construction progress schedule
- C. Submittal log

#### **1.4 SUBMISSION REQUIREMENTS**

- A. Number of Copies - Submit in ample time for approval before installation. Unless otherwise noted, submit a minimum of four (4) copies of documents to the Resident Engineer (RE). The RE will retain Three (3) copies. If additional copies are required, provide the quantity and submit additional copies to meet this requirement.
- B. Time for Approval - Receive submittal approvals prior to starting the work. Time necessary for government approval or disapproval of samples, certificates, test reports, and shop drawings will not be more than 30 calendar days after receipt of a submittal. All materials installed in the work shall match the approved submittals. After a submittal has been approved, the RE will permit no substitutions without written approval. No extension of Contract Time will be authorized because of failure to transmit to the RE sufficiently in advance of the Work to permit processing.

- C. Submittal Approval - The checking, marking or approval of the submittal by the FAA shall not be construed as a complete check, but will indicate only that the product or method of construction and detailing is satisfactory. Approval will not relieve the contractor of the responsibility for compliance with the specifications or for any error that may exist. The Contractor shall be responsible for the dimensions and design of adequate connections, details, and satisfactory construction of all work. Possible approval actions taken by the FAA include:
1. Approved as submitted - If the RE marks a submittal "approved as submitted" each copy of the submittal will be identified as having received such approval by being stamped and dated. After submittal has been approved, the RE will permit no substitutions without written approval.
  2. Approved as noted - If the RE marks "approved as noted", the submittal is satisfactory contingent upon Contractor acceptance of corrections, notations, or both, and if accepted, does not require resubmittal.
  3. Not approved - If the RE marks "not approved", the submittal data does not meet job requirements and the Contractor must resubmit. If the submittal is disapproved, the Contractor shall resubmit the corrected material in the same quantity as specified for the original submittal. Correct disapproved submittals and resubmit for approval by the RE. Approval of resubmittals requires an additional fourteen (14) calendar days.
  4. Submittal Schedule - Identify within the Contractor's Construction Schedule a schedule of submittals for shop drawings, material approval, etc., showing the dates when submittals will be submitted for the project.
    - a) Contents - On the schedule indicate the following information:
      - 1) Schedule date for submittal
      - 2) Related Section number.
      - 3) Submittal category (Shop Drawings, Product Data, or Samples).
      - 4) Name of the subcontractor (if applicable)
      - 5) Description of the part of the Work covered.
  5. Distribution - Following response to the initial submittal, print and distribute copies to the RE, Government, subcontractors, and other parties required to comply with submittal dates indicated. When revisions are made, distribute to the same parties. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
  6. Schedule Updates - Revise the schedule after each meeting or activity where revisions have been recognized or made.

- D. Construction Progress Schedule – The progress chart to be prepared by the Contractor pursuant to the Contract Clause entitled “SCHEDULES FOR CONSTRUCTION CONTRACTS” shall consist of network analysis system, or pertchart (barchart). The contractor shall be required to complete the work within the contract time limits after receipt of Notice to Proceed excluding the FAA holiday moratorium as specified in section 01010.
1. Contractor shall provide a cost loaded schedule with a minimum of 15 activities. The schedule shall indicate which roof areas are being worked on..
  2. The diagram shall show a continuous activity flow from left to right. The diagram shall show the sequence in which the work is to be accomplished as planned by the Contractor.
  3. Dates shall be shown on the diagram for start of the project, any milestones required by the contract, and contract completion.
  4. The critical path shall be clearly identified.
  5. Network activities shown shall include submittal and review of shop drawings and samples and procurement of materials and construction activities.
  6. Government activities that affect progress shall be shown. These include but are not limited to: Notice-to-Proceed, approvals, and inspections.

NO PHYSICAL CONSTRUCTION WORK AT THE SITE MAY TAKE PLACE UNTIL THE CONTRACTOR SUBMITS AND THE GOVERNMENT APPROVES THE SCHEDULE. Government review of schedule submittal(s) will not exceed 30 calendar days. Resubmittal, if necessary shall not exceed fourteen (14) calendar days.

- E. Schedule updates will be provided weekly. Changes for the current week may be hand written. Actual work completed that is more that one week old shall be updated and printed out. Changes to the early and late start times and early and late finish times for scheduled activites will be updated weekly.
- F. Submittals - Submit shop drawings, material and equipment lists, and all other data required under various headings of these specifications necessary to permit commencement of work. RE will return the submittals within 30 calendar days after receipt, indicating approval or disapproval.
- G. Submittal Preparation - Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
1. Transmittals - transmittal letters identifying the contents of the submittal shall accompany all submittals. It shall be clearly indicated on the transmittal letter with a statement and signature of the Contractor that the submittal item was verified for compliance with the contract requirements and approved by the Contractor. Transmittal letters shall consist of one original.

2. Contents - Submittals shall be complete and detailed and assembled into sets. Lack of completeness or clarity or inadequate description will be justification for disapproval. Submittals shall bear the following information:
  - a) Name of project or facility and contract number;
  - b) Date of submission;
  - c) Contract drawing number and latest revision;
  - d) Specification page and paragraph number;
  - e) Name of contractor and subcontractor or supplier/manufacturer;
  - f) Clearly identified contents and location of work;
  - g) Any proposed variances to specification requirements;
  - h) Contractor's approval certifying he checked and coordinated the work of other trades.

## 1.5 SHOP DRAWINGS

- A. Applicable Documents -
- B. Presentation: Present drawings in a clear and thorough manner. Identify details by reference to sheet and detail, building wing and section shown on contract drawings.
  1. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
  2. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings.
- C. Contents - Provide the following information on each submittal:
  1. Submittal number (paragraph 2.1 of this Section) and identify as "Part A" or "Part B" item
  2. Date of submission
  3. Name of project and facility (full name)
  4. Name of Contractor or Subcontractor
  5. Reference to drawing number (with revision, if applicable) and/or specification section
  6. Clearly identify contents and location of work.
  7. Contractor's approval certifying he checked and coordinated the work of other trades.
  8. Dimensions.
  9. Identification of products and materials included by sheet and detail number
  10. Compliance with specified standards.
  11. Notation of coordination requirements
  12. Notation of dimensions established by field measurement

13. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 36 by 48 inches.
- D. Submittal - Submit blue- or black-line prints for the RE's review. Submit five copies, of which the RE will retain three.
  1. One of the prints returned shall be marked up and maintained as a "Record Document."
  2. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

#### 1.6 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, Material Safety Data Sheets (MSDS), standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves, for all materials brought on site.
- B. Preparation
  1. Clearly mark or highlight each copy to identify pertinent site specific products or models the Contractor intends to use
  2. Highlight/clearly indicate all performance characteristics and capacities
  3. Highlight/clearly indicate all dimensions and clearances required

Note: If the submittal is not clearly marked, regarding the above pertinent data, the submittal will be returned marked "DISAPPROVED".

#### 1.7 WARRANTIES/GUARANTIES

- A. Assemble two (2) copies with original signatures of warranties executed by each of the respective manufacturers, suppliers, and subcontractors into a warranty book and prepare a Table of Contents.
- B. Additional Data - Provide complete information for each item, include the following:
  1. Product or work team
  2. Firm, with name of principal, address, and telephone
  3. Scope
  4. Effective dates of warranty based on Final Acceptance of the item.
  5. Information for owner's personnel on proper procedures to evoke the warranty in case of failure and instances which might affect the validity of warranty
- C. Warranties - Effective after project completion and acceptance by the FAA.

## 1.8 CERTIFICATES

Assemble certificates executed by each of the respective manufacturers, suppliers, and subcontractors.

- A. Additional Data - Provide complete information for each item to certify compliance with contract documents.
  - 1. Product or work item
  - 2. Firm, with name of principal
  - 3. Scope of compliance
  - 4. Signature by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.

## PART 2 – MATERIAL

NOT USED

## PART 3 – EXECUTION

### 3.1 GENERAL

Submittals are required for, but not limited to, the items listed in the specifications or on the drawings. The following is a partial list of submittals required: Schedules, Manufacturer's Literature, Shop Drawings, Samples, Test Reports, Warranties, Certificates, Design Calculations, MSDS, and Installation Instructions. This list should not be construed as a complete list of all submittals required. Submittal dates shall comply with this specification unless a more stringent date is specified. Substitutions and all requested changes will require a submittal.

### 3.2 SCHEDULE FOR CRITICAL SUBMITTALS

Process after the construction contract has been awarded and prior to NTP:

- A. All Critical Submittals are due 30 calendar days after the contract has been awarded. See below for a list of critical submittals. The construction Notice to Proceed (NTP) will not be issued until all critical submittals are approved. All other submittals shall be submitted and approved prior to installation or construction. Critical submittals include the following:
  - 1. Section 01300 - Construction Schedule
  - 2. Section 07453 Thermalpolyolefin Roofing

- B. No later than two weeks after the contract has been awarded, the Contractor shall be available to participate in a meeting/telecom with the Contracting Officer, Resident Engineer and Office Project Engineer to discuss and coordinate the following:
1. Contractor's FAA point of contact for submitting the Critical Submittals.
  2. Discuss the submittal process and forms.
  3. Discuss process and forms for request of FAA security badges.
  4. Discuss the proposed date for Notice to Proceed (NTP)

**PART 4 – QUALITY ASSURANCE**

**NOT USED**

**\* \* \* END OF SECTION \* \* \***